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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

June 17, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 June 17, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

DELEGATE AUTHORITY TO EXECUTE CONTRACTS FOR THE ADULT PROTECTIVE SERVICES (APS) EMERGENCY SHELTER PROGRAM SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) execute Adult Protective Services (APS) Emergency Shelter Program Services (Program) contracts; and 2) execute amendments with the recommended service providers to exercise the option to extend the contract, as appropriate, to increase or decrease contract amounts and to make standard updates to contract terms and conditions as necessary. The APS Program provides Emergency Shelter for elderly individuals ages 60 and over and eligible dependent adults ages 18 to 59 (Clients) in Los Angeles County who are victims of actual or potential abuse, neglect, or exploitation. Program services are mandated by the State and are provided to Clients at licensed Emergency Shelters throughout the County.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts with eight (8) Emergency Shelters indicated on Attachment I for the provision of APS Program services for a four (4)-year contract term with an optional one (1)-year extension effective July 1, 2014 or upon the date of Board approval, whichever is later, and after County Counsel (Counsel) approval of the contract as to form. Funding for each contractor is subject to the availability of funds each fiscal year and the contractor's performance in meeting the goals and contract requirements of the APS Program.
2. Delegate authority to the Director of CSS, or designee, to execute future amendments to extend the contract for a maximum of a one (1)-year extension at the option of CSS in

accordance with the terms of the contract.

3. Authorize the Director of CSS, or designee, to: (a) execute contract amendments as needed throughout the contract term to add, when possible, any relevant new or updated County contract terms; and (b) to increase or decrease the contract amount in response to the availability of funding and based on contractor performance provided that: (i) any increase or decrease does not exceed 10% of the maximum contract sum each contractor receives, and the total allocation does not exceed funding availability, (ii) approval of Counsel as to form is obtained prior to any such amendment, and (iii) the Director of CSS, or designee, confirms in writing to your Board and the CEO within 30 days after such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the APS Program for the contract term beginning July 1, 2014. The APS Program is a State-mandated program as required by the California WIC Section 15763(a). The Emergency Shelters are located in Los Angeles County and are licensed by the State of California to provide care and supervision to elderly individuals ages 60 and over and eligible dependent adults ages 18 to 59 in Los Angeles County who are victims of actual or potential abuse, neglect, or exploitation.

Performance Measures

The standard of performance measurement for program effectiveness is indicated by Clients achieving the following positive outcome:

- Elimination of immediate risk/danger to Client while receiving Emergency Shelter services.

CSS will assess contractor performance through its analysis of program reports produced in-house by the APS Program and Planning Division.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness.

FISCAL IMPACT/FINANCING

There is no Net County Cost associated with the recommended actions. The APS Program is fully funded with the State of California Department of Social Services' APS and Community Services Block Grant funding, which is provided by the Department of Public Social Services (DPSS) through intra-fund transfers. The cost estimated for this program is \$400,000. These funds are included in the Department's FY 2014-15 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Memorandum of Understanding (MOU) between CSS and DPSS enables CSS to receive funding from DPSS to provide APS Program services to Clients through direct contracts between CSS and Residential Care Facilities for the Elderly and Adult Residential Facilities (referred herein as "Emergency Shelters.") Program services are provided at Emergency Shelters 24 hours a day, seven (7) days a week for APS Clients who reside in Los Angeles County and need immediate

assistance. The Clients referred to APS Emergency Shelters are abused elderly individuals and eligible dependent adults who need to be moved from their homes (or locations) to a temporary safe environment until the dangers they are facing or confronting can be resolved. Any elderly individual ages 60 and over or dependent adult ages 18 to 59, regardless of income, who is the victim of abuse is eligible to be an APS Emergency Shelter Client. Client referrals to APS Emergency Shelters are made by APS Social Workers. Services include providing an individual bed and shelter, meals, dispersal of medication (if needed), and basic services including: 1) Transportation for any or all hospital/doctors' office visits for medical assessments; 2) laundry services; 3) scheduling of medical/dental appointments. The number of Clients who received APS Program services through this Program for FY 2012-13 was 374.

The current APS Program contracts are scheduled to expire June 30, 2014.

CONTRACTING PROCESS

On February 19, 2014, CSS released an invitation for Bids (IFB) to solicit bids from qualified bidders to provide APS Program services to elder adults ages 60 and over and eligible dependent adults ages 18 to 59 who are victims of actual or potential abuse, neglect, or exploitation. CSS electronically distributed over 300 letters of interest from a compiled address list to potential bidders in all supervisorial districts including current APS Program-funded contractors. The IFB was advertised in greater Los Angeles County newspapers such as The Los Angeles Times, Daily News, San Gabriel Valley Tribune, Hoy, The Long Beach Press Telegram, Antelope Valley Press, Torrance Daily Breeze, and Los Angeles Sentinel. The IFB and all related documents were also posted and available on the CSS and Internal Services Department (ISD) websites, which additionally notified approximately 500 registered vendors.

The Emergency Shelter providers listed on Attachment I that are being recommended for funding met all of the IFB requirements and have agreed to provide APS Program services to all eligible Clients in Los Angeles County.

A total of eight (8) Emergency Shelters submitted a bid in response to the IFB. All eight (8) Emergency Shelters listed on Attachment I were successful in the IFB solicitation process and are being recommended for funding.

The recommended agencies are in compliance with all Board and CEO requirements. Although there are no recommended providers in the First District, APS Program Shelters are required to provide services to Clients Countywide, and therefore, does not limit the level of services provided in that District.

MONITORING

CSS will ensure that all approved contractors are monitored for contract compliance and for adherence to administrative, programmatic, and fiscal requirements. All contractors will be monitored for programmatic compliance through the Department's Contract Compliance Division.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will ensure the continuation of APS Program services to APS clients who are at risk and require immediate temporary shelter 24 hours a day, seven (7) days a week.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board letter to Mr. Daniel Noyola, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020. Mr. Noyola may be contacted (213) 738-2717.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks". The ink is dark and the signature is fluid.

CYNTHIA D. BANKS

Director

CDB:dn

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT I

ADULT PROTECTIVE SERVICES (APS) EMERGENCY SHELTER PROGRAM

FUNDING ALLOCATIONS FY 2014-19

Recommended Contractor's		Supervisory District	FY 2014-15	FY 2015-16*	FY 2016-17*	FY 2017-18*	Optional One (1) Year Extension FY 2018-19*	Total **
1	The Manor House - Los Angeles	2	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
2	Bel Air Guest Home	3	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
3	Western Ferndale	3	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
4	Barrington Villa Retirement Home	4	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
5	Healthview Inc.	4	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
6	Palos Verdes Villa, LLC.	4	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
7	Sheraton Villa Retirement Home	5	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
8	The Manor House - Antelope Valley	5	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
GRAND TOTAL			\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000

* Funding amounts for FY 2015-19 are estimates and are subject to the availability of funding and Contractor's performance.

** Estimated total funding for the period FY 2015-19 is based on estimated yearly level Program funding.